



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
ARMY NATIONAL GUARD READINESS CENTER
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NGB-ARH

104 AUG 2006

MEMORANDUM FOR MILPOs

SUBJECT: Personnel and Medical Record Custodian Responsibilities

1. References:

- a. AR 40-66, Medical Records Administration
- b. AR 40-501, Standards of Medical Fitness
- c. AR 600-8-104, Military Personnel Information Management, Records
- d. FORSCOM Regulation 500-3-3, Soldier Readiness Processing
- e. MILPER Message number 06-195, dated 10 July 2006

2. Effective the date of this memorandum, the following personnel policy changes are to be accomplished:

a. The DA Form 201, Military Personnel Records Jacket (MPRJ) is no longer the OMPF for Army National Guard Soldiers. The Personnel Electronic Records Management System (PERMS) will replace the following personnel files: the Official Military Personnel File (OMPF), the local personnel non-OMPF Folders, and the Deployment /Mobilization Folders.

b. The duties and responsibilities of Records Custodian for Officer and Warrant Officer and Enlisted OMPFs are hereby transferred to the State Military Personnel Office (MILPO). This also includes Officers, Warrant Officers and enlisted Soldiers on Title 10 AGR and Army National Guard Soldiers returning from mobilized status.

c. The National Guard Bureau (NGB-ARP) is no longer the Records Custodian for Army National Guard Officer and Warrant Officer or Enlisted OMPF.

d. The State Military Personnel Office will perform all Records Custodian duties and responsibilities as it pertains to all current Officers, Warrant Officer and Enlisted regulations and IAW AR 600-8-104. Records Custodian responsibilities consist of, but are not limited to, certification of Soldiers records, issuing DD Form 214s and 215s, and upkeep of the Official Military Personnel Records (OMPF). The official personnel record for all Soldiers in the Army National Guard is their OMPF in PERMs.

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e. National Guard Bureau (NGB-ARP) will provide oversight of PERMS. NGB-ARP is responsible for providing access to PERMS for any outside agencies IAW AR 600-8-104.

3. Effective the date of the memorandum, the following medical record administration is in effect:

a. The Deputy State Surgeon will perform all medical records custodian duties and responsibilities IAW AR 40-66.

b. The ARNG Health Readiness Record (HRR) is the authorized electronic repository for ARNG medical records.

c. IAW AR 600-8-104, Table 2-1 the following medical documents are the only medical documents authorized to be placed in PERMS:

(1) Initial appointment, enlistment or induction physical examination.

(2) DA Form 199, Physical Evaluation Board Proceedings

(3) FEC 303, Report of Medical History in Captivity

(4) DA 3947 Medical Evaluation Board Proceedings

(5) Summary report AERO medical consultation or in-flight evaluation

(6) DA 8-118, Medical Board Proceeding for cases sent to Physical Evaluation Board

d. The Medical Protection System (MEDPROS)-Individual Medical Readiness (IMR) Record print out (available via MEDPROS or AKO) will be used by the personnel community for validation of medical requirements for all personnel actions (i.e. panels, boards, school applications, etc.).

e. A certified copy of a school physical examination is authorized for release for completion of personnel actions pertaining to Airborne training; Ranger training; Special Forces training; Survival, Evasion, Resistance and Escape (SERE) training; freefall parachute training; Army Service Schools and Diving training IAW chapter 5, AR 40-501.


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4. Point of contact for this memorandum:

a. PERMS issues should be directed to Major Christian J. Johnson, DSN 327-9159, commercial or (703) 607-91959 or Email Christian.Johnson@ngb.army.mil.

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